



Colorado Department  
of Public Health  
and Environment

# FACT SHEET

## Standardized Invoice Form

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The Colorado Department of Public Health and Environment, in collaboration with several local public health agencies, has developed a standardized invoice form for use by all contracting entities when requesting reimbursement for expenditures incurred through contracts and purchase orders.

The implementation of the standardized invoice form will ensure consistency across all Colorado Department of Public Health and Environment programs and will increase the effectiveness of expenditure monitoring by program staff and improve the efficiency of invoice processing. This form is the result of one of many business system improvement initiatives underway to streamline the Colorado Department of Public Health and Environment's administrative operations.

The use of this invoice form becomes *effective July 1, 2012*. All contractors and vendors with contracts or purchase orders in effect on July 1, 2012 will be notified and instructed on the completion and submission of the form.

The invoice form has been developed as a Microsoft Excel workbook containing two tabs. The contractor or vendor enters information into the Expenditure Details tab providing detailed information about expenditures requested for reimbursement. The second tab, the Reimbursement Invoice, is auto-populated by data entered into the Expenditure Details tab thereby reducing the amount of time and effort needed to complete the invoice form and reducing the likelihood of errors.

The form along with pertinent information is available through the Colorado Department of Public Health and Environment's internet web page <http://www.cdphe.state.co.us>. Click on the link provided on the page labeled CDPHE Invoice Forms or [click here](#) to access the page directly.

For additional information, contact Deb Polk, Director, Contracts Performance Monitoring Unit at 303-692-2136 or [deb.polk@state.co.us](mailto:deb.polk@state.co.us)